

Applicant Name: _____

Date Returned: _____



EMPLOYMENT APPLICATION PACKET

Application for 30 Hr and Part Time Police Officer Qualifications

READ CAREFULLY

- Applicant must be a citizen of the United States
- Applicant must be at least twenty-one (21) years of age. (Applicant must include a copy of his/her Birth Certificate or valid ID with completed application).
- Applicant must possess a high school diploma or GED equivalency. (A copy of the diploma or GED must be included with the completed application).
- Applicant must possess a driver's license issued by and valid in Pennsylvania. (A copy of the PA license must accompany the completed application).
- Applicant must have completed Act 120 training and be eligible for certification by MPOETC. (A copy of the Act 120 training certificate must accompany the completed application).
- Applicant must be free from misdemeanor convictions or any disqualifying criminal offenses as determined by the Macungie Police Department.
- Applicant must be free from any illegal substances as defined by Title 35 Health and Safety or excessive use of either alcohol or drugs which will be determined by using current laboratory testing procedures.
- Successful applicants will be subject to a thorough background investigation conducted by the Borough of Macungie. The investigation will include a criminal history check, credit history check, personal interviews of references, interviews with current and former employers, a driving history check, and any other applicable information deemed necessary.

ESSENTIAL DUTIES OF A POLICE OFFICER FOR MACUNGIE BOROUGH POLICE DEPARTMENT

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pushing motor vehicles.
5. Pulling or carrying accident, fire, or crime victims.
6. Using physical force to apprehend or subdue arrestees.
7. Withstanding prolonged exposure, as long as 12 hours, to extreme weather conditions.
8. Withstanding prolonged periods of standing or sitting.
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accident, crime, or suicide.
10. Dealing with domestic disputes.
11. Communicating with employees, tenants, patrons, and the traveling public in a professional, courteous manner.
12. Dealing with verbal and physical abuse of the officer including taunts, insults, and threats to the officer, family members, or fellow police officers.
13. Communicating effectively with individuals suffering from trauma.
14. Operating a motor vehicle for long periods of time.
15. Using firearms effectively and being capable of successfully qualifying with department firearms (rifles, shotguns, handguns, tasers).
16. Completing written reports in a clear, concise manner.
17. Working shifts as assigned.

I have reviewed the above list of essential job functions for a Macungie Borough Police Officer, and I believe that:

Check yes below if it applies to you.

1. I can fully perform all duties without reasonable accommodations. Yes _____
2. I can fully perform all duties but only with the following accommodations for the duties specified. Please list accommodations if any. Yes _____
3. I cannot fully perform all duties even with accommodations _____

Name (print) _____ Signature _____ Date _____



MACUNGIE BOROUGH POLICE DEPARTMENT

EMPLOYMENT APPLICATION



1. JOB INFORMATION				DATE RECEIVED
Position for which applicant is made:			30 Hour <input type="checkbox"/> Part-Time <input type="checkbox"/>	/ /
2. APPLICATION INFORMATION				
Last Name	First	M.I.	DOB	
Street Address		Apt/Unit#		
City	State		Zip	
Home Phone		Cell Phone		
E-mail Address		Are you 21 years of age YES <input type="checkbox"/> NO <input type="checkbox"/>		
PA Driver's License #	License Exp Date:		Social Security #	
Citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		Act 120? YES <input type="checkbox"/> NO <input type="checkbox"/>		If Certified MPOETC #
Have you ever been convicted of a crime? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain:		
Have you ever worked for the Borough? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, when?		
3. MILITARY SERVICE				
Branch of Service:		Entry Date:		Separation Date:
Honorable Discharge YES <input type="checkbox"/> NO <input type="checkbox"/>			Are you eligible for Veterans Points YES <input type="checkbox"/> NO <input type="checkbox"/>	

Please provide Military Discharge & DD214 if ever of the Armed Forces.

4. EDUCATION

High School

Address

From

To

Did you graduate? YES NO

Degree

College

Address

From

To

Did you graduate? YES NO

Degree

Other

Address

From

To

Did you graduate? YES NO

Degree

Police Academy Name:

Dates Attended: From TO

5. REFERENCES

Please list three professional references.

Full Name

Relationship

Company

Phone ()

Address

Full Name

Relationship

Company

Phone ()

Address

Full Name

Relationship

Company

Phone ()

Address

Street Address		Apt/Unit #	Dates (Year/Month)		From	To
City		State		Zip		
7. EMPLOYMENT HISTORY						
<i>List all your business or employment. Start with your current employer and list all periods of past employment, unemployment, military service, etc.</i>						
Name			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities						
From		To		Reason for Leaving		
Name			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities						
From		To		Reason for Leaving		
Name			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities						
From		To		Reason for Leaving		
Name			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities						

From	To	Reason for Leaving
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7. EMPLOYMENT HISTORY – CONTINUED

May we contact your previous supervisor for a reference?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any employment other than your principal occupation? If yes explain the employer the type of work, hours, and any pertinent information that could affect your employment with the Borough of Macungie Police Department.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been discharged, asked to resign, furloughed, put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, please explain.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever resigned after being informed that your employer intended to discharge you for any reason? If yes, please explain.	YES <input type="checkbox"/> NO <input type="checkbox"/>

8. OTHER

In the last ten (10) years list all Police Departments you have applied or tested for

Department	Year

9. DISCLAIMER AND SIGNATURE

I certify that the statements made by me in this application contain no falsifications, omissions, or concealment of the material face and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature:	Date:
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MACUNGIE BOROUGH POLICE DEPARTMENT

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION



I, _____, am presently applying for employment with Macungie Borough, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education, and references in order to evaluate my qualifications for a position with the Police Department. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employees, be disclosed to Macungie Borough.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of Macungie Borough. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, and or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the Macungie Borough Police Department., whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for Macungie Borough to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the Macungie Borough Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Macungie Borough in determining my suitability for employment in the Police Department. It is my specific intent to provide Macungie Borough with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work, my background and reputation, my military service record, education records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as a result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at lay, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, o have had, an interest, attendance records, polygraph examinations, and internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers which have been fully disclosed and identified in my employment application and, if applicable, their elected and appointed officials, employees and agents, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers which have been fully disclosed and identified in my employment application and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or association because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of the Macungie Borough Police Department, regardless of any agreement I may have made with the former employer to the contrary.

In addition, I also give Macungie Borough the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for services as a Macungie Borough employee. I release and hold harmless Macungie Borough, the Macungie Borough Police Department, its elected officials, agents, and employees from and against any and all liability that might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by Macungie Borough and Macungie Borough Police Department in conjunction with employment procedures.

A photocopy or facsimile of this release form will be valid as an original thereof, even though said photocopy or facsimile does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature

Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person, to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Date

Printed Name

Signature



MACUNGIE BOROUGH POLICE DEPARTMENT



NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants, it may become necessary to conduct the applicant in the event they are being given further consideration for the position of a Police Officer with Macungie Borough.

If the conventional methods fail in attempting to contact the applicant, a certified registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and considerations.

It is the applicant's responsibility to notify the Macungie Borough Police, in writing of the address change. By affixing your signature to this form the applicant acknowledges that you have read and understood the contents of this procedure.

Date

Printed Name

Signature